

POLICY TITLE: SABBATICAL LEAVE

PURPOSE STATEMENT

To allow a period, free from other duties, for personal development and enhancement of knowledge in a field of study relevant to the mission and work of the Centre for Christian Studies (CCS).

POLICY

An eligible employee shall be granted leave with full pay for a period of up to three (3) consecutive months to undertake research or other appropriate study related to that employee's role at CCS.

DEFINITION

An "eligible employee" is a full-time CCS employee who;

- i.) has completed five (5) years of continuous employment with CCS, or has completed five (5) years of continuous employment with CCS since the completion of a Sabbatical Leave taken under this policy, and
- ii.) is currently employed in the position of Program Staff or Principal.

PROCESSES & PROCEDURES

- 1) An eligible employee wishing to take sabbatical leave shall normally make application in writing to the Human Resources Committee at least six (6) months in advance of the start of the proposed leave. A copy of the application will be sent to the Program Committee for review.
- 2) The written application shall include;
 - i) the proposed start date of the leave, and
 - ii) the proposed duration of the leave, and
 - iii) an outline of the nature of research or study to be undertaken, specific goals and plans for addressing the goals, and the anticipated outcome, and
 - iv) the impact, if any, that the leave, if granted, will have on the delivery of CCS programs, students, and the duties of other CCS staff during the period of the leave.
- 3) The Program Committee will, upon receipt of the application, and without undue delay, review the focus of the proposal to ensure consistency with programming directions and that the goals of the research or study, will provide benefit to CCS.
- 4) The Program Committee will provide to the Human Resources Committee a report as to the suitability of the proposal.
- 5) The Human Resources Committee will, make a recommendation concerning the granting of the leave to the Central Council for final approval.
- 6) In determining its recommendation the Human Resources Committee will consider;
 - i) the report of the Program Committee, and
 - ii) the timing of the leave vis-a-vis other leaves granted under this policy and any other vacation or leave granted, and
 - iii) the impact on program delivery, students, and other staff of granting the leave, and

- iv) the financial implications of granting the leave as requested.
- 7) The Human Resources Committee will recommend the leave be granted where the consensus of the Committee is that the eligibility criteria have been met and that taking of the leave as proposed will not prevent or have significant negative impact on delivery of the program or have an unreasonable impact on students or other CCS staff.
- 8) An employee who has been granted a leave in accordance with this policy shall normally be required to return to CCS for a period of at least twelve (12) months following the completion of the leave.
- 9) Upon completion of the leave the employee will provide a written report to the Human Resources Committee, the Program Committee, and CCS staff. The report will be a summary of the individual's experience and learning during the leave and any recommendations which they believe will be of benefit to CCS.
- 10) Where an employee fails to return to full-time employment following completion of a leave granted under this policy, or who voluntarily terminates the employment relationship prior to completion of the twelve (12) month period following completion of the leave, except where a shorter period has been approved by Central Council, CCS shall be authorized to withhold any monies owing to the employee as salary and vacation pay, up to the amount paid to and on behalf of the employee during the period of such leave.
- 11) Where an employee wishes to take vacation or a combination of vacation and other leave in conjunction with a sabbatical leave, prior approval is required. Approval shall be granted only where the delivery of the program will be maintained without incurring undue and excessive cost to CCS.
- 12) A change to the terms under which leave was granted under this policy shall require prior approval of the Human Resources Committee and Central Council.
- 13) Where an employee ceases to continue with the research or study for which a leave has been granted under this policy, the employee shall return immediately to regular duties at CCS unless alternate arrangements have been approved by the Human Resources Committee and Central Council.
- 14) It is understood that an employee granted leave under this policy will not normally accept alternate employment during the period of the leave.